



UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF CALIFORNIA

ORDER No. _____

TRANSCRIPT ORDER FORM

CHAPTER _____

APPEAL? ☐ Yes ☐ No

APPEAL No. _____
(if known)

(File this form on the related case docket)

Ordering Party's Name: _____ Attorney Bar# _____

Law Firm: _____

Mailing Address: _____

Person to Contact (If Judge-ordered: Transcriber to contact Procurement**): _____

Telephone: (_____) _____ E-mail: _____

Bankruptcy Case #: _____ Adversary Proceeding #/MP #: _____

Date of Hearing (complete a SEPARATE form for EACH hearing date): _____ Time: _____

Debtor: _____

Adversary Proceeding Name: _____ vs. _____

Hearing Judge: _____ Courtroom #: _____

TRANSCRIBER: _____ **ALTERNATE:** _____

(Select from the Court-approved list of Transcription Service Providers. This provider will contact you regarding payment)

341(a) MEETING OF CREDITORS: The Meeting of Creditors is recorded by the Trustee. **DO NOT USE THIS FORM.** For 341(a) Recording Request Procedures click [here](#), visit the U.S. Trustee website

Transcript Type: **NOTE:** The Court is not responsible for determining if a hearing has been previously transcribed. Check the [case docket](#) to determine if a filed transcript already exists or is being transcribed before filing this form.

Copy of Existing Transcript: Contact the transcriber directly for a copy.

- | | | |
|---|---|---|
| <input type="checkbox"/> 30 Days (Ordinary) | <input type="checkbox"/> 3 Days | <input type="checkbox"/> Entire Hearing |
| <input type="checkbox"/> 14 Days | <input type="checkbox"/> Next Day (24 hours) | <input type="checkbox"/> Ruling/Opinion of Judge only |
| <input type="checkbox"/> 7 Days | <input type="checkbox"/> Testimony of Witness _____ | |
| | <input type="checkbox"/> Other* _____ | (name of witness) |

*Special Instructions: _____

Transcript due dates are computed from the date the deposit is received by the Transcriber. The cost of a transcript varies for each type. See *Transcript Ordering Instructions*, **Transcript Costs/Forms of Payment**.

TO BE COMPLETED BY THE COURT

☐ **Judge Ordered Transcript**:** Clerk must **docket this form**; CM/ECF will automatically notify Procurement.

Date Request Filed: _____ Date Sent to Transcriber: _____ By ☐ FDS ☐ Mail ☐ Messenger

Digital Recording (or Analog Tape Recording)

(Tape #:____) Time Start (Index #): _____ Time End (Index #): _____ Time Start: _____ Time End: _____

(Tape #:____) Time Start (Index #): _____ Time End (Index #): _____ Time Start: _____ Time End: _____

Court Recorder: _____ Division: _____ Processed by: _____

****TRANSCRIBER INSTRUCTIONS**

Judge-ordered transcripts: email price quote & invoice to procurement@cacb.uscourts.gov. Provide quote prior to transcribing.

Rev. October 2023. This form is mandatory. It has been approved for use in the United States Bankruptcy Court for the Central District of California.